

PRIVATE SECURITY TRAINING NEWS

TO: <<NAME>>

FROM: Kim Buckner, Private Security Training Manager

RE: Weekly news for February 3, 2006

OPERATIONAL / POLICY UPDATE

Outlines:

As you continue to grow and develop your training schools and your curriculum, please keep in mind a few helpful tips when submitting initial outlines for new training and revised outlines for existing training sessions:

- ❖ Always include the name, school ID, and published or revised date on each page you submit
- ❖ Make sure to include the hours required and designated to the correct portion of training
- ❖ Remember to put all identifying information on certificates

Review of outlines may take up to 30 days; please plan to submit them well in advance of any training dates you may wish to offer after you have been approved. Please remember that we certify instructors to instruct in certain categories, and schools to offer certain categories. All outlines submitted are approved for a school to utilize, not the instructor specifically.

TIPS FOR MANAGING YOUR SCHOOL / HOUSEKEEPING

Please find the attachment that was mentioned in the last news update. This form is only a sample and may not include all items your individual school may require. Feel free to use this as a starting point for your own enrollment form.

Training Completion Forms:

When supplying your students with the PSS_TCR (Training Completion Form), please remember that those documents are for school and student records. Please remind your students not to fax or mail training completion forms to DCJS. We do not accept them as proof of training. For security, they are destroyed upon receipt unless requested by PSS staff.

STUDENT QUESTIONS / YOUR EXPERTISE

Renewal issues:

We often receive calls from new applicants regarding why they have not received their credentials yet. You can assist us in assisting your students by incorporating some operational information to them during their entry-level

training. Please make sure to explain the process of obtaining and maintaining credentials. They need help in learning that they must always meet two (2) distinct requirements for a renewal registration: A) Successful completion of required training within 12 months of their expiration date; and, B) A renewal application form with fee (PSS_RR).

If the training is on file but the application has not been received, they have not yet met the requirements. Likewise, if they have made application but have not yet completed training, they have not yet met the requirements. While we do mail reminder notices to the individuals to the last known address on file, this is done as a courtesy and is not a requirement. Each individual is responsible for proper renewal prior to expiration.

UPCOMING EVENTS

PSSAB meeting and Training Committee meetings are scheduled for March. Please check out the website announcements in the weeks ahead for times, dates and locations.

SPECIAL SECTION: FROM THE LICENSING UNIT

When you provide instruction to individuals on submitting applications to the Department, please remind them to attach required documentation to the specific application calling for the documents. In our experience, when applicants send in multiple applications together, they often attach all extra items such as the fingerprint cards and the official documentation for a compliance agent application together at the back of the entire packet. This creates a problem for our fiscal processing team and frequently leads to additional processing time when we try to locate documentation. Applicants should attach relevant documents only to the back of the specific application and NOT staple multiple applications together. If multiple application require the same type of documentation, please attach a copy to each application that calls for it. They may continue to submit them with one check in one envelope. For additional information on this subject, please contact our Licensing Manager, Kim Freiberger via e-mail at: Kimberly.Freiberger@dcjs.virginia.gov.